



# UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

## ***GOVERNMENT PURCHASE CARD (GPC) PROGRAM ORIENTATION AND TRAINING***



# ADMINISTRATIVE ANNOUNCEMENTS

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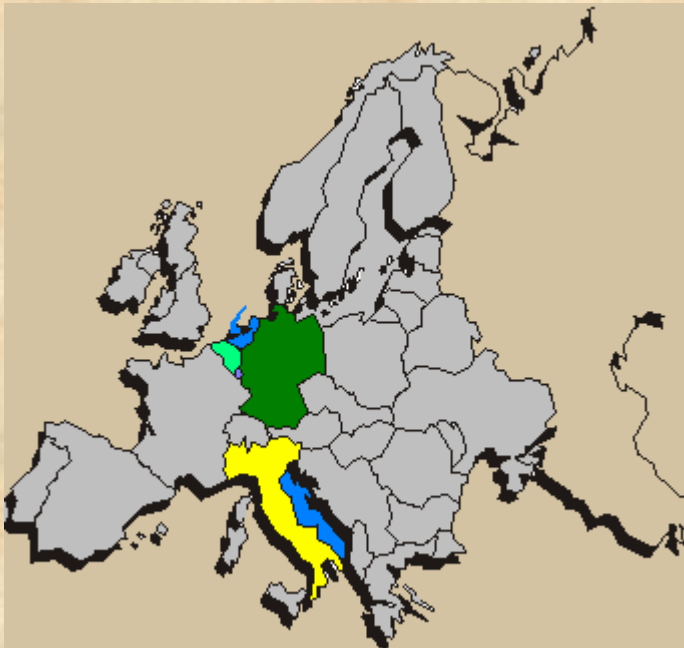
- RESTROOMS
- PHONE
- VENDING MACHINES
- CLASS DURATION
- ETHICS TRAINING VIDEO
- TEST

# ***UNITED STATES ARMY CONTRACTING COMMAND, EUROPE***

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## **Our Mission**

The United States Army Contracting Command, Europe is responsible for providing contracting support and contract administration services to customers throughout the USAREUR area of operations.



## **Our Vision Statement**

We are part of a dedicated team of customer and contracting professionals working to satisfy customer needs and expectations through continuous improvement in contracting.

## **Our Constancy of Purpose**

Our constancy of purpose is to provide as professionals, continuously improved contracting support to our customers. The work we do is vital to their mission and quality of life.

# ***REGIONAL CONTRACTING OFFICE - WUERZBURG***

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## **Mission Statement**

Provide installation contracting support, advice on acquisition matters and contract administrations to U.S. forces located within the USAG Franconia to include USAG Schweinfurt, USAG Bamberg, the USAG Ansbach.



RCO Chief – Eileen Hipe

DSN Phone: 469-9377

CIV Phone: 0951-300-9377



# ***POINT(S) OF CONTACT***

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## **Points of Contact: Agency Program Coordinator**



Phone: DSN - 469-9381 CIV - 0931-300-9381

Fax: DSN - 469-9408 CIV - 0931-300-9408



Address:

Military: Regional Contacting Office Franconia, Attn: SFCA-EC-FRC, Unit 27535, APO, AE 09139

Civilian: Regional Contacting Office Franconia, Weissenburg Str. 10 Geb 7108, 96052 Bamberg

**Email: [gpc@rco.wbg.usacce.army.mil](mailto:gpc@rco.wbg.usacce.army.mil)**



# RCO Würzburg Web Site


[www.usacce.army.mil/wbg/](http://www.usacce.army.mil/wbg/)

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## WÜRZBURG



## REGIONAL CONTRACTING OFFICE



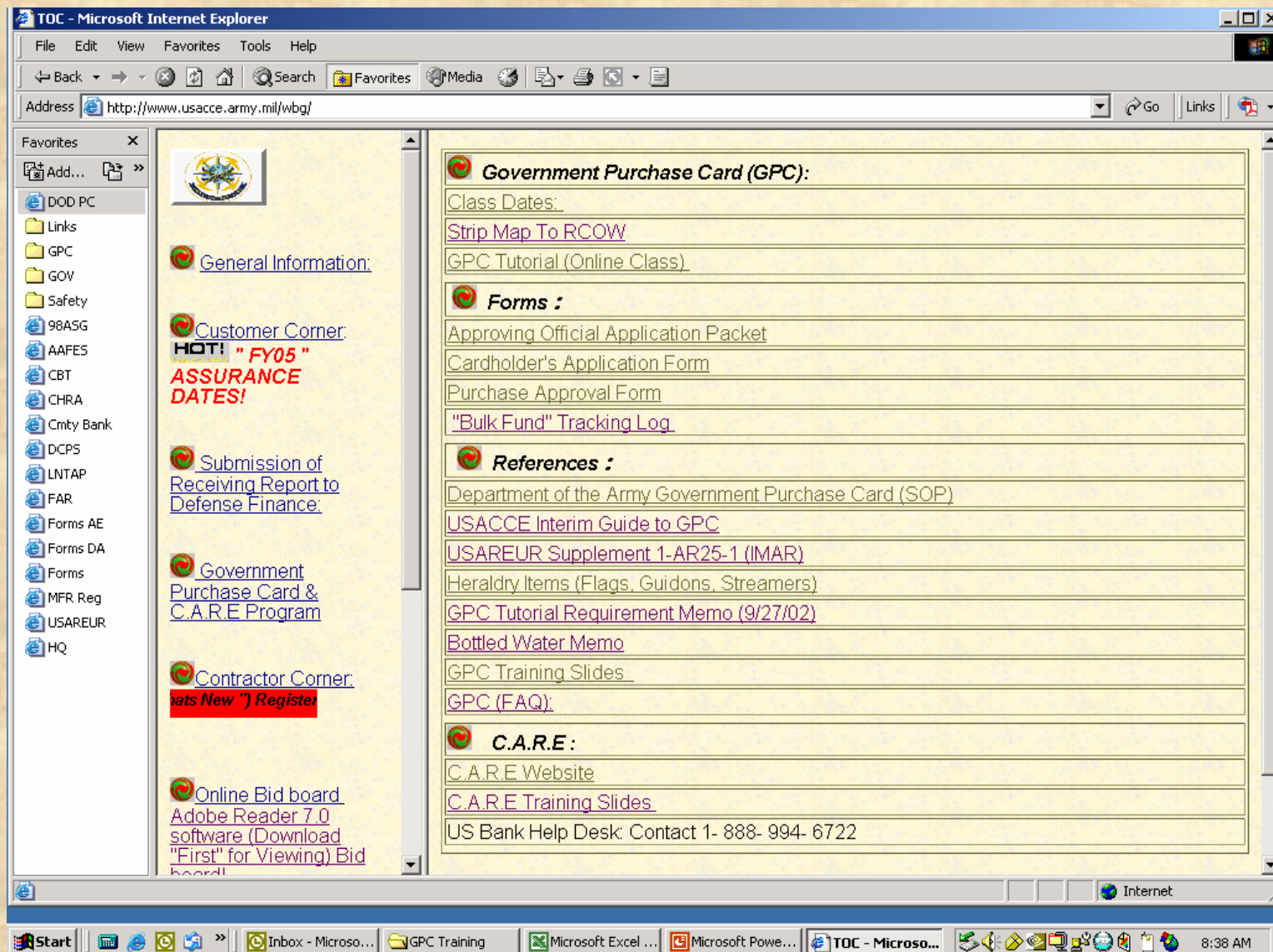
"ONE TEAM" SUPPO

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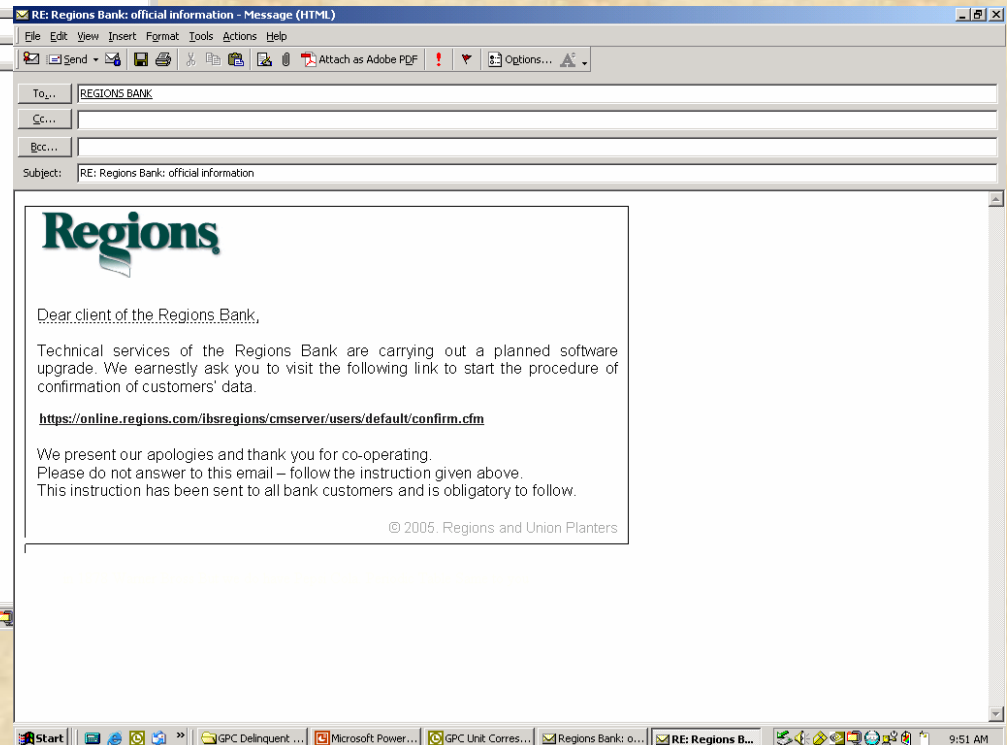
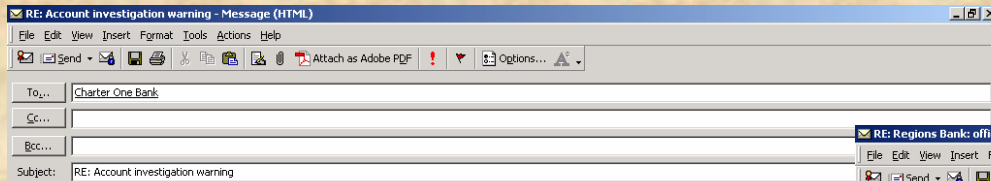


# RCO Würzburg Web Site



# FRAUD ALERT

“PHISHING”



- Never give out your account number/personal data via phone/email
- Forward suspicious emails to [fraud\\_help@usbank.com](mailto:fraud_help@usbank.com)



# ***GPC Forms***

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- CARDHOLDER APPLICATION
- APPROVING OFFICIAL PACKET
- PURCHASE APPROVAL REQUEST
- BULK FUND TRACKING LOG

# ***GPC REFERENCE MATERIAL***

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- AR 715-xx
- USAREUR OJA MEMO (6/6/01)- Purchase of bottled water and water cooler
- PROCUREMENT OF HERALDIC ITEMS (flags, guidons, streamers)  
<http://tri.army.mil/LC/CP/SST/Heraldry%20Items.htm>
- DA MESSAGE 002/2001- Acquisition of commercially available software and Information Technology (IT) products

# ***GOVERNMENT PURCHASE CARD (GPC) PROGRAM OVERVIEW***

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- COMMERCIAL VISA “CREDIT” CARD
- AVAILABLE TO ALL GOVERNMENT AGENCIES
- ISSUED TO A SPECIFIC PERSON
- EASILY IDENTIFIABLE AS A GOVERNMENT CARD
- PREFERRED PROCUREMENT METHOD FOR SMALL / MICRO-PURCHASES
- “FOR OFFICIAL UNITED STATES USE” TO FULFILL ORGANIZATION’S MISSION REQUIREMENTS
- PURCHASES ARE EXEMPT FROM FEDERAL, STATE, AND LOCAL TAXES



# GOVERNMENT PURCHASE CARD (GPC) PROGRAM

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# ***GOVERNMENT PURCHASING DECENTRALIZED***

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## **GOVERNMENT PURCHASE CARD MANDATED**

FAR 13.201 GPC shall be the preferred method to purchase and pay for small purchases.

DoD GPC Program Office recommends placing the card at the end user or “lowest” level

# ***GOVERNMENT PURCHASE CARD (GPC) PROGRAM***

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## ***INTENDED BENEFITS***

- PROVIDE A SIMPLIFIED METHOD OF PROCURING SMALL-PURCHASE ITEMS
- STREAMLINE PAYMENT PROCEDURES
- ACHIEVE GOVERNMENT-WIDE SAVINGS BY REDUCING ADMINISTRATIVE COSTS ASSOCIATED WITH SMALL PURCHASES



# ***GOVERNMENT PURCHASE CARD (GPC) PROGRAM***

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## ***DISADVANTAGES***

- **ACCEPTANCE OF VISA BY OVERSEAS VENDORS**

ACCEPTING CREDIT CARDS COSTS THE VENDOR MORE DUE TO THE ASSOCIATED FEES.

EUROPEAN BANKING SYSTEM UTILIZES A DEBIT SYSTEM FOR THE TRANSFER OF MONIES FROM ONE ACCOUNT TO ANOTHER RESULTING IN A LOWER RISK TO VENDOR.

***(VENDOR ACCEPTANCE IS GETTING BETTER)***

# ***GOVERNMENT PURCHASE CARD (GPC) PROGRAM***

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## **WHAT IS THE GOVERNMENT PURCHASE CARD?**

IT IS A PROCUREMENT TOOL USED TO STREAMLINE THE PURCHASE AND PAYMENT PROCEDURES FOR SMALL PURCHASES.

## **WHAT ARE SMALL PURCHASES?**

OFFICIAL GOVERNMENT PURCHASES THAT FALL UNDER THE \$ 3000.00 “MICRO-PURCHASE” THRESHOLD FOR COMMERCIALY AVAILABLE SUPPLIES AND SERVICES (\$2,000.00 FOR CONSTRUCTION), AS ESTABLISHED BY CONGRESS AND OUTLINED IN THE FEDERAL ACQUISITION REGULATION (FAR) PARTS 8 & 13 AND SUPPLEMENTED BY AFAR 13.90.

# ***SMALL PURCHASE PROCEDURES OVERVIEW***

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- PURCHASES MUST BE AUTHORIZED, APPROVED AND FUNDED PRIOR TO BEING MADE
- REQUIRED SOURCES OF SUPPLY STILL HAVE TO BE UTILIZED
- VENDOR IS AUTOMATICALLY PAID BY BANK
- CARDHOLDERS ARE RESPONSIBLE FOR RECORDING ALL TRANSACTIONS ONLINE IN THE C.A.R.E. TRANSACTION LOG, AND ALSO MAINTAIN A LOG TO TRACK SPENDING AGAINST THE BULK FUND.
- PBO STILL HAS TO BE NOTIFIED FOR ALL ACCOUNTABLE ITEMS
- CARDHOLDER APPROVES TRANSACTIONS AND CERTIFIES STATEMENT **ON-LINE** VIA C.A.R.E.
- A/BO REVIEWS AND CERTIFIES ELECTRONIC INVOICE **ON-LINE** VIA C.A.R.E.



# ***AUTHORIZED USE OF THE GPC***

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**AUTHORIZED PURCHASE** - A PURCHASE THAT SATISFIES A BONA FIDE REQUIREMENT, AT A FAIR AND REASONABLE PRICE, FOR MISSION ESSENTIAL COMMERCIALY AVAILABLE SUPPLIES, EQUIPMENT AND NON-PERSONAL SERVICES THAT FALL BELOW THE MICRO-PURCHASE THRESHOLD OF \$3000 (\$2,000 FOR CONSTRUCTION), AND THAT HAVE BEEN APPROVED BY YOUR APPROVING OFFICIAL AND FUNDED THROUGH YOUR RESOURCE MANAGEMENT OFFICE.

## **EXAMPLES OF AUTHORIZED USAGE:**

- PRINTING SERVICES FROM ***DEFENSE AUTOMATED PRINTING SERVICE (DAPS)*** - **DAPS IS THE ONLY SOURCE FOR PRINTING** UNLESS GRANTED A WAIVER IN WRITING BY DAPS.
- APPROVED / FUNDED CIVILIAN AND MILITARY TRAINING REQUIREMENTS
- INTER-GOVERNMENTAL TRANSFERS (PURCHASES)

# ***UNAUTHORIZED USE OF THE GPC***

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**UNAUTHORIZED PURCHASE** - THE PURCHASE OF ITEMS THAT ARE NOT FOR OFFICIAL GOVERNMENT USE, NOT MISSION ESSENTIAL, OR ARE NOT IN ACCORDANCE WITH ESTABLISHED GOVERNING RULES, REGULATIONS, POLICIES AND OR PROCEDURES

**EXAMPLES OF UNAUTHORIZED / PROHIBITED ITEMS:** ALSO REFER TO THE DA SOP, APPENDIX D - ***THIS LIST IS NOT ALL-INCLUSIVE***

- **PURCHASES MADE BY SOMEONE OTHER THAN CARDHOLDER**
- CASH ADVANCES - **NOT PERMITTED UNDER ANY CIRCUMSTANCES**
- COMMANDER'S COINS, FLAGS, GUIDONS AND STREAMERS
- PERSONAL COMFORT ITEMS (**BOTTLED WATER, COFFEE POTS**)
- TELECOMMUNICATION SERVICES (**PRE-PAID PHONE CARDS**)
- RENT OR LEASE OF LAND AND / OR BUILDINGS
- ANY TRAVEL COSTS ASSOCIATED WITH OFFICIAL TDY TRAVEL
- PURCHASE OF FUEL, OIL OR REPAIR OF INTERAGENCY FLEET MANAGEMENT VEHICLES

# ***UNAUTHORIZED USE OF THE GPC***

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## **EXAMPLES OF UNAUTHORIZED / PROHIBITED ITEMS, CONT'D:**

- GIFTS / MEMENTOES
- WIRE TRANSFERS
- SAVINGS BONDS
- FINES
- BAIL AND BOND PAYMENTS
- TAX PAYMENTS
- COURT COSTS, ALIMONY, CHILD SUPPORT
- DATING & ESCORT SERVICES
- BETTING, CASINO GAMING CHIPS, OFF-TRACK BETTING
- TRANSACTIONS WITH POLITICAL ORGANIZATIONS
- **BUSINESS CARDS**



# ***RESTRICTED USE OF THE GPC***

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ITEMS THAT MAY OR MAY NOT BE AUTHORIZED DEPENDING ON THE MISSION OF YOUR ORGANIZATION, MAY BE AVAILABLE FROM OR PROVIDED BY MANDATORY SOURCES, OR THAT REQUIRE PRE-PURCHASE APPROVAL, AUTHORIZATION OR WAIVER PRIOR TO BEING PURCHASED.

**ITEMS REQUIRING PRE-PURCHASE APPROVAL:** ALSO REFER TO THE DA SOP, APPENDIX D - ***THIS LIST IS NOT ALL-INCLUSIVE***

- AUDIO VISUAL, PHOTOGRAPHIC AND TRAINING EQUIPMENT, MATERIALS AND SERVICES PROVIDED BY TRAINING SUPPORT ACTIVITY
- INFORMATION MGMT AND INFORMATION TECH ITEMS THAT REQUIRE IMAR APPROVAL FOR ACQUISITION
- SUBSCRIPTIONS FOR NEWSPAPERS, MAGAZINES OR PERIODICALS
- RENT OR LEASE OF MOTOR VEHICLES

# ***RESTRICTED USE OF THE GPC***

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## **ITEMS REQUIRING PRE-PURCHASE APPROVAL, CONT'D:**

- HAZARDOUS / DANGEROUS MATERIALS
- ANY PURCHASE TO BE MADE WITH REPRESENTATIONAL FUNDS
- FOOD - LIMITED EXCEPTIONS MAY APPLY
- TROPHIES, AWARDS, PLAQUES USED AS "GIVE AWAYS" - LIMITED EXCEPTIONS MAY APPLY.
- ANY PRINTING SERVICE NOT OBTAINED THROUGH DAPS
- **ANY PURCHASE THAT MAY SEEM QUESTIONABLE OR MAY HAVE THE APPEARANCE OF BEING AN INAPPROPRIATE EXPENDITURE OF TAXPAYERS' MONEY MUST HAVE PRE-PURCHASE APPROVAL.**

# ***INDIVIDUALS / ORGANIZATIONS INVOLVED:***

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AGENCY PROGRAM COORDINATOR - (APC)

- APPROVING / BILLING OFFICIAL - (A/BO)
- CARDHOLDER - (CH)
- RESOURCE MANAGERS - (RM)
- COMMANDERS / ACTIVITY DIRECTORS
- DEFENSE FINANCE AND ACCOUNTING SERVICE - (DFAS)

# ***AGENCY PROGRAM COORDINATOR (APC)***

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- SERVES AS THE FOCAL POINT OF CONTACT AND RESPONSIBLE FOR OVERALL GPC PROGRAM ADMINISTRATION
- ADMINISTERS DAY TO DAY OPERATIONS OF GPC PROGRAM WHILE PROVIDING ASSISTANCE AND GUIDANCE ON GPC RELATED ISSUES
- APPROVING OFFICIAL AND CARDHOLDER ACCOUNT SETUP, MAINTENANCE AND CANCELLATION
- LIAISON BETWEEN ACCOUNT HOLDERS AND US BANK
- CONDUCTS GPC TRAINING
- CONDUCTS GPC ACCOUNT SURVEILLANCE / COMPLIANCE REVIEWS



# ***APPROVING / BILLING OFFICIAL (A/BO)***

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- APPROVES CARDHOLDER PURCHASES ENSURING PURCHASES ARE FUNDED, AUTHORIZED, FOR “OFFICIAL GOVERNMENT USE”, IAW FEDERAL AND AGENCY REGULATIONS, AND REVIEWS CARDHOLDER STATEMENTS
- ALSO SERVES AS THE CERTIFYING OFFICER ENSURING TIMELY REVIEW AND “CERTIFICATION FOR PAYMENT” OF GPC BILLING STATEMENTS TO PREVENT LATE PAYMENT INTEREST AND PENALTIES
- ENSURES DISPUTE RESOLUTION PROCEDURES ARE IN PLACE
- CAN DIRECT THE SUSPENSION / CANCELLATION OF CARDHOLDER ACCOUNTS UNDER HIS / HER APPROVAL AUTHORITY
- MAINTAINS PURCHASE TRANSACTION RECORDS (BILLING STATEMENTS, RECEIPTS, PAYMENT VOUCHERS ETC.)
- ADDITIONAL RESPONSIBILITIES PER THE AR 75-xx.

# ***CARDHOLDER (CH)***

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- DELEGATED PROCUREMENT AUTHORITY BY **RCO CHIEF**
- GPC CARD IS ISSUED DIRECTLY TO CARDHOLDER WITH THE CARDHOLDER'S NAME EMBOSSED ON THE CARD
- CARDHOLDER IS THE **ONLY** PERSON AUTHORIZED TO MAKE A PURCHASE USING THE CARD
- MAINTAINS CARD SECURITY TO PREVENT LOSS OF THE CARD AND / OR UNAUTHORIZED USE
- ONLY FOR AUTHORIZED U.S. GOVERNMENT PURCHASES
- BEFORE USING THE CARD YOU MUST BE AUTHORIZED TO MAKE THE PURCHASE, SCREEN FOR MANDATORY SOURCES, ENSURE ADEQUATE FUNDS ARE AVAILABLE AND MAINTAIN THE PURCHASE CARD TRANSACTION LOG
- RECONCILE MONTHLY STATEMENTS VIA C.A.R.E.
- ADDITIONAL RESPONSIBILITIES PER THE AR 75-xx.

# ***RESOURCE MANAGERS (RM)***

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- THIS IS WHO “**OWNS**” YOUR MONEY
- PROVIDES THE CARDHOLDER WITH “**BULK**” FUNDING TO COVER GPC PURCHASES.
- “***BULK***” FUNDING AUTHORIZES THE AMOUNT OF MONEY AVAILABLE DURING A SPECIFIC TIME PERIOD (MONTHLY, QUARTERLY, YEARLY) RATHER THAN FUNDING FOR EACH PURCHASE SEPARATELY.
- ASSIGNS ACCOUNTING CLASSIFICATION CODES USED BY DFAS FOR PAYMENT PURPOSES.
- APPROVES SPENDING LIMITS ASSOCIATED WITH GPC ACCOUNTS.
- CAN TELL YOU WHAT YOU ARE AUTHORIZED TO SPEND MONEY ON.
- ADDITIONAL RESPONSIBILITIES PER THE AR 75-xx.

# ***COMMANDERS / ACTIVITY DIRECTORS***

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ASSIST THE USAREUR GPC PROGRAM BY ENSURING THAT PROPER AND STRICT INTERNAL CONTROLS ARE IN PLACE AND ARE BEING FOLLOWED AT THE OPERATING LEVEL INCLUDING:

- ENSURING GPC IS ISSUED ONLY TO PERSONNEL WITH A CONTINUING, BONA FIDE NEED TO MAKE PURCHASES, AND THAT APPROPRIATE SPENDING LIMITS ARE SET.
- ENSURE APPROVING / BILLING OFFICIAL (A/BO) TO CARDHOLDER SPAN OF CONTROL MEETS DA GPC SOP GUIDELINES.
- ENSURES THE APPOINTMENT OF AN ALTERNATE A/BO TO ACT IN THE ABSENCE OF THE PRIMARY.
- ENSURE PROPERTY ACCOUNTABILITY PROCEDURES ARE IN PLACE.
- ENSURE A/BOS REVIEW, VERIFY AND CERTIFY ALL STATEMENTS VIA C.A.R.E. WITHIN 5 BUSINESS DAYS AFTER THE CLOSE OF THE BILLING CYCLE ON THE 19th OF EACH MONTH.



# ***DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)***

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- MAKES ELECTRONIC PAYMENTS TO US BANK USING THE C.A.R.E. ELECTRONIC DATA INTERCHANGE (EDI) PROCESS INITIATED BY ONLINE STATEMENT CERTIFICATION.
- ENSURES PROMPT PAYMENT ACT COMPLIANCE
- CERTIFIED HARDCOPY (PAPER) BILLING STATEMENTS MUST BE FAXED TO DFAS FOR PAYMENT IF THE ELECTRONIC PAYMENT IS REJECTED DURING PROCESSING.

**DFAS - KAISERSLAUTERN**

**I.M.P.A.C. PAYMENT SERVICES**

**UNIT 23122**

**APO, AE 09227**

DSN PHONE: 484-4206 / 4207 / 4231

DSN FAX: 484-4176 / 4290 / 4293 (CIVILIAN: 0631-413-XXXX)

# ***DOLLAR LIMITS ASSOCIATED WITH THE GOVERNMENT PURCHASE CARD (GPC)***

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- CARDHOLDER SINGLE PURCHASE LIMIT
- MONTHLY CARDHOLDER LIMIT
- MONTHLY OFFICE LIMIT (30 DAY SPENDING LIMIT)

# ***SINGLE PURCHASE LIMIT***

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- DOLLAR LIMITATION ON THE PROCUREMENT AUTHORITY DELEGATED TO CARDHOLDER IN WRITING BY THE RCO CHIEF
- WILL NOT EXCEED THE MICRO-PURCHASE THRESHOLD OF \$3000
- THE MAXIMUM DOLLAR AMOUNT THE CARDHOLDER IS AUTHORIZED TO SPEND ON ANY SINGLE PURCHASE
- “SINGLE PURCHASE” MAY INCLUDE MULTIPLE ITEMS
- SINGLE PURCHASE LIMIT AMOUNT WILL BE STATED IN THE DELEGATION OF AUTHORITY LETTER
- TRANSACTION WILL BE DECLINED IF THE PURCHASE AMOUNT EXCEEDS THE SINGLE PURCHASE LIMIT

# ***MONTHLY CARDHOLDER LIMIT***

## ***(30 DAY SPENDING LIMIT)***

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- MAXIMUM DOLLAR AMOUNT A CARDHOLDER IS ALLOWED TO SPEND DURING EACH BILLING CYCLE
- LIMIT IS DETERMINED AND SET BY THE CARDHOLDER'S RESOURCE MANAGER / COMPTROLLER
- MONTHLY LIMIT CAN ONLY BE INCREASED WITH RESOURCE MANAGEMENT APPROVAL
- CARDHOLDER ACCOUNT WILL BE SUSPENDED UNTIL THE NEXT BILLING CYCLE AND TRANSACTIONS WILL BE DECLINED ONCE THE MONTHLY CARDHOLDER LIMIT IS REACHED, UNLESS THE RESOURCE MANAGEMENT OFFICE APPROVES AN INCREASE TO THE LIMIT.



# ***MONTHLY OFFICE LIMIT***

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- A BUDGETARY LIMIT PLACED ON THE APPROVING OFFICIAL ACCOUNT
- MAXIMUM BALANCE AN APPROVING OFFICIAL ACCOUNT CAN HAVE OUTSTANDING AT ANY POINT IN TIME
- INCLUDES THE ACCOUNT BALANCES OF ALL CARDHOLDERS WHO FALL UNDER THE APPROVING OFFICIAL'S AUTHORITY
- THE APPROVING OFFICIAL ACCOUNT, INCLUDING ALL CARDHOLDER ACCOUNTS, WILL BE SUSPENDED AND ALL TRANSACTIONS WILL BE DECLINED BY THE BANK ONCE THE MONTHLY OFFICE LIMIT IS REACHED, UNLESS RESOURCE MANAGEMENT APPROVES AN INCREASE TO THE LIMIT .

# ***LIABILITIES ASSOCIATED WITH THE GPC PROGRAM***

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INTENTIONAL USE OF THE GPC FOR OTHER THAN OFFICIAL GOVERNMENT BUSINESS MAY BE CONSIDERED AN ATTEMPT TO COMMIT FRAUD AGAINST THE U.S. GOVERNMENT. MISUSE MAY RESULT IN IMMEDIATE CANCELLATION OF THE GPC CARD, PECUNIARY LIABILITY AND NEGATIVE ADMINISTRATIVE AND / OR DISCIPLINARY ACTION AGAINST THE CARDHOLDER AND, IF WARRANTED, AGAINST THE BILLING OFFICIAL.

**CARDHOLDER LIABILITY** - CARDHOLDER WILL BE HELD PERSONALLY LIABLE TO THE GOVERNMENT FOR ANY NON-GOVERNMENTAL TRANSACTIONS.

**APPROVING / BILLING OFFICIAL LIABILITY** - THE A/BO IS PECUNIARILY LIABLE FOR IMPROPER PAYMENTS RESULTING FROM MISUSE / ABUSE OF THE GPC. THE ACT OF CERTIFYING THE INVOICE FOR PAYMENT MAKES THE A/BO FINANCIALLY LIABLE.

## **POSSIBLE REMEDIES FOR MISUSE OF GPC:**

**MILITARY MEMBERS** - UCMJ ACTION

**CIVILIAN EMPLOYEES** - SUSPENSION OF EMPLOYMENT WITHOUT PAY, OR TERMINATION OF EMPLOYMENT.

# ***APPROVING OFFICIAL SPAN OF CONTROL***

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THE ARMY STANDARD FOR ONLINE STATEMENT CERTIFICATION IS 5 BUSINESS DAYS AFTER THE CLOSE OF THE BILLING CYCLE. **A RATIO OF NOT MORE THAN 7 CARDHOLDERS PER APPROVING OFFICIAL IS THE ARMY STANDARD FOR SPAN OF CONTROL.** HAVING A REASONABLE NUMBER OF CARDHOLDERS ASSIGNED TO AN APPROVING OFFICIAL ACCOUNT IS PARAMOUNT TO THE EFFECTIVE MANAGEMENT OF THE GPC PROGRAM. IN SOME CASES, 7 CARDHOLDERS MAY BE TOO MANY IF THERE IS A LARGE NUMBER OF TRANSACTIONS PER MONTH.

IF AN APPROVING OFFICIAL WANTS TO RETAIN MORE THAN 7 CARDHOLDERS, THE APPROVING OFFICIAL MUST PREPARE AND SUBMIT A REQUEST FOR WAIVER TO POLICY FOR THE DA GPC SPAN OF CONTROL PER THE DA GPC SOP.

APPROVAL AUTHORITY FOR WAIVER TO SPAN OF CONTROL POLICY DEPENDS ON THE NUMBER OF CARDHOLDERS ASSIGNED TO THE A/BO.

8 - 10 CARDHOLDERS

CHIEF OF CONTRACTING OFFICE

11 - 19 CARDHOLDERS

PARC - USAREUR LEVEL

20 + CARDHOLDERS

DOD PCPMO

# ***CUSTOMER AUTOMATION AND REPORTING ENVIRONMENT (C.A.R.E.)***

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THE USE OF **C.A.R.E.**, US BANK'S ELECTRONIC ACCESS SYSTEM, IS MANDATORY.

CARDHOLDERS WILL USE C.A.R.E. TO RECONCILE AND APPROVE THEIR GPC STATEMENTS FOR PAYMENT ONLINE.

APPROVING OFFICIALS WILL USE C.A.R.E. TO REVIEW CARDHOLDER STATEMENTS, APPROVE AND CERTIFY FOR PAYMENT THEIR A/BO STATEMENT / INVOICE.

THE ARMY STANDARD FOR CARDHOLDER AND APPROVING OFFICIAL STATEMENT / INVOICE CERTIFICATION IS **FIVE** BUSINESS DAYS AFTER THE CLOSE OF THE BILLING CYCLE, WHICH IS ON THE 19th OF EACH MONTH.

USE OF THE TRANSACTION LOG BY CARDHOLDERS WITHIN C.A.R.E. IS MANDATORY. TRANSACTION DATA ENTERED INTO THE LOG SHOULD PROVIDE AN AUDIT TRAIL SUPPORTING GPC PURCHASES AND ALLOWS OVERSIGHT BY ALL HIGHER HEIRARCHY LEVELS UP TO THE DOD PCPMO.



# ***GPC ACCOUNT SUSPENSION POLICY***

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IAW DOD POLICY, WHEN ANY OF THE FOLLOWING CONDITIONS EXIST, THE BANK WILL AUTOMATICALLY SUSPEND THE A/BO ACCOUNT.

- IF AN A/BO ACCOUNT GOES OVER **60 DAYS PAST DUE** - THE A/BO ACCOUNT WILL BE SUSPENDED, INCLUDING ALL CARDHOLDER ACCOUNTS UNTIL THE DELINQUENT PAYMENT IS RECEIVED AND POSTED TO YOUR ACCOUNT BY THE BANK.
- IF AN A/BO ACCOUNT GOES OVER **180 DAYS PAST DUE** - ALL ACCOUNTS UNDER THE LEVEL 4 ACCOUNT WILL BE SUSPENDED.

ONLY THE LEVEL 2 APC, DEPARTMENT OF THE ARMY LEVEL, CAN OVERRIDE AN ACCOUNT SUSPENSION PRIOR TO PAYMENT BEING RECEIVED BY THE BANK.

A/BO ACCOUNTS, AND ALL ASSIGNED CARDHOLDER ACCOUNTS, WILL BE CLOSED PERMANENTLY IF MORE THAN 2 SUSPENSIONS OCCUR WITHIN A 12 MONTH PERIOD.

**USAREUR POLICY** – ACCOUNTS THAT BECOME **30 DAYS PAST DUE** MAY BE SUSPENDED LOCALLY BY THE LEVEL 4 A/OPC AND REMAIN SUSPENDED UNTIL THE ACCOUNT IS CERTIFIED IN C.A.R.E.

# ***CONDITIONS FOR USE***

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- **PURCHASES CAN ONLY BE MADE BY CARDHOLDER WHOSE NAME APPEARS ON THE CARD**
- MUST BE FOR “OFFICIAL U.S. GOVERNMENT USE”
- PURCHASES MUST BE AUTHORIZED, APPROVED AND FUNDED PRIOR TO BEING MADE
- PURCHASES SHALL NOT EXCEED THE MICRO-PURCHASE THRESHOLD
- PURCHASES ARE TAX EXEMPT
- ITEMS MUST BE READILY AVAILABLE - **BACK-ORDERING IS NOT AUTHORIZED**
- PURCHASES **WILL NOT BE “SPLIT”** IN ORDER TO STAY BELOW THE SINGLE PURCHASE LIMIT

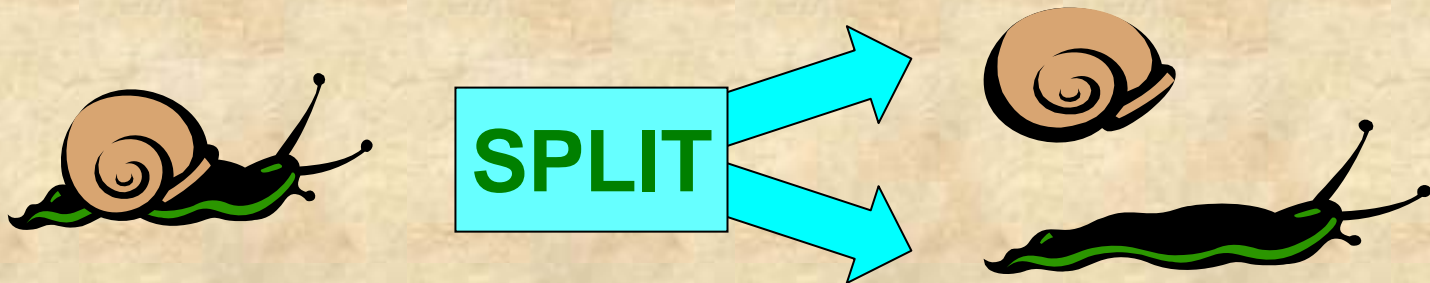
# ***SPLITTING PURCHASES***

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SPLITTING OCCURS WHEN A SINGLE REQUIREMENT IS “SPLIT” INTO MULTIPLE PURCHASES IN ORDER TO STAY BELOW THE MICRO-PURCHASE THRESHOLD SO THAT THE PURCHASE CARD CAN BE USED.

ANY PURCHASE OVER THE MICRO-PURCHASE THRESHOLD, AS ESTABLISHED BY CONGRESS, MUST BE COMPETED AND CANNOT BE MADE USING SMALL PURCHASE PROCEDURES.

**SPLITTING WILL RESULT IN THE SUSPENSION OF BOTH THE APPROVING OFFICIAL AND CARDHOLDER ACCOUNTS UNTIL CORRECTIVE ACTION IS TAKEN TO PREVENT FUTURE SPLIT PURCHASES.**



# **ABWICKLUNGSSCHEIN**

## **TAX RELIEF (VAT) FORMS**

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- GERMAN TAX RELIEF (VAT) FORM, “ABWICKLUNGSSCHEIN”, IS REQUIRED TO HAVE THE 16% VALUE ADDED TAXES DEDUCTED AT THE TIME OF PURCHASE
- TO DETERMINE PRICE WITHOUT VALUE ADDED TAX:

***EURO PRICE DIVIDED BY 1.19 = TAX FREE EURO PRICE***

***EURO PRICE MINUS TAX FREE EURO PRICE = TAX AMOUNT***

(BOTH AMOUNTS WILL BE NEEDED TO COMPLETE THE VAT FORM)

**Purschke + Hensel**

**Kanalstrasse 7**

**12357 Berlin**

**Phone: 030-6609010**

**Fax: 030-66931199 or 030-660901-11**

**email: [purschke-hensel@t-online.de](mailto:purschke-hensel@t-online.de)**

**VISA Card (IMPAC) will be accepted**



1. Delivery date.
2. Exact description of goods or services.
3. Measurements other than metric units (e.g.. 1 ea., 1 dz).
4. Measurements in metric units.
5. Price in EURO (without the VAT!).
6. Total amount in EURO.

## 2. Empfangsbestätigung und Zahlungsbezeichnung —

### Certificate of Receipt and Payment — Certificat de réception et de paiement

Die umseitig bezeichneten Waren / Leistungen sind in Empfang genommen worden. Für abgabenbegünstigte Lieferungen / Leistungen nach dem NATO-Truppenstatut und dem Zusatzabkommen sowie nach dem Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen wird bestätigt, daß sie ausschließlich für den Gebrauch oder Verbrauch durch die Streitkräfte oder durch die NATO-Hauptquartiere im Gebiet der Bundesrepublik Deutschland, ihr ziviles Gefolge, ihre Mitglieder oder deren Angehörige bestimmt sind.

The supplies / services described on the front page have been received. For supplies / services under tax-relief according to NATO-Status of Forces Agreement and Supplementary Agreement as well as to Protocol on NATO-Headquarters and Supplementing Agreement thereto it is certified that they are intended to be used or consumed exclusively by the Forces or by the NATO-Headquarters in the territory of the Federal Republic of Germany, the civilian components, their members or dependents.

Les marchandises / prestations désignées au recto ont été reçues. Il est certifié que ces fournitures / prestations bénéficient d'un régime préférentiel en matière de droits et impôts dans le cadre de la Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire ainsi que du Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire sont exclusivement destinées à l'utilisation ou à la consommation par les Forces ou par les Quartiers Généraux de l'OTAN sur le territoire de la République Fédérale d'Allemagne, l'élément civil, leurs membres ou les personnes à charge.

Der umstehend angegebene Gesamtbetrag von ..... (1) ..... ist richtig.  
The total amount as shown on the front page of ..... (1) ..... is correct.  
Le montant total mentionné au recto de ..... (1) ..... est exact.

(Angabe des Betrages in ausländischer Währung oder D-Mark)  
(indicate amount in foreign currency or D-Marks)  
(Indiquer le montant en monnaie étrangère ou D-Mark)

Zahlung wurde geleistet in ..... (2) .....  
Payment is being made in ..... (2) .....  
Le paiement est effectué en ..... (2) .....  
(Angabe der Währung — indicate currency involved — indiquer la monnaie utilisée)

durch Scheck / Überweisung <sup>6)</sup> vom ..... (3) .....  
by check / by remittance <sup>6)</sup> dated ..... (3) .....  
par chèque / par virement <sup>6)</sup> du ..... (3) .....

aus dem Konto Nr. ..... (4) .....  
from account No ..... (4) .....  
au débit du compte No ..... (4) .....  
(Geldinstitut der zahlenden Dienststelle — Bank of the paying service — Banque du service effectuant le paiement)

an ..... (5) .....  
to ..... (5) .....  
à ..... (5) .....  
(Geldinstitut des Lieferanten — Bank of supplier — Banque du fournisseur)

(Datum — Date — Date) ..... (7) .....  
(Date) ..... (7) .....  
(Date) ..... (7) .....  
(Dienststempel)  
(Official stamp)  
(Cachet du service)

(Name, Dienstgrad und Dienststelle des bestätigenden Offiziers)  
(Name, rank and agency of certifying officer)  
(Nom, rang et service de l'officier donnant le certificat)

(Unterschrift — Signature — Signature) <sup>9)</sup> ..... (9) .....

Anmerkungen für den Lieferer / Leistenden — Note ..... — Remarques destinées au fournisseur

- 1) Zutreffendes ist im ☐ mit ☒ zu bezeichnen.  
2) Werden in einem Abwicklungsschein mehrere Lieferungen / Leistungen innerhalb eines bestimmten Zeitraumes zusammengefaßt, so ist diesem eine Zusammenstellung mit den entsprechenden Geschäftsunterlagen (Lieferschein u. dgl.) beizufügen.  
3) Bei zollbegünstigten Veredelungen sind in Spalte 2 die Ware und die Art der Veredelung anzugeben.  
4) Bei Leistungen, die nicht die zollbegünstigte Veredelung von Waren betreffen, sind die Spalten 3—5 nicht auszufüllen.  
5) Spalte 4 ist nur auszufüllen, wenn mit der amtlichen Bestattungsstelle in anderen als metrischen Maßen und Gewichten abzurechnen ist.  
6) In Spalte 5 ist die Warenmenge (Reinengewicht) auch dann in metrischen Maßen und Gewichten (Liter, kg usw.) anzugeben, wenn mit der amtlichen Bestattungsstelle in anderen Maßstäben abzurechnen ist.  
7) In Spalte 6 ist der tatsächlich vereinbarte Betrag (Preis nach Abzug von Steuern, Zöllen, etwaigen Steuervergütungen, Rabatten, Skonti u. dgl.) anzugeben.  
1) Mark the ☐ with ☒ as applicable.  
2) If several supplies/services of a certain period are listed in one single Abwicklungsschein, add a list with the appropriate commercial documents (Lieferschein etc.).  
3) In the case of processing under tax-relief indicate under column 2 both nature of goods delivered and type of processing.  
4) In the case of services which do not involve processing under tax-relief columns 3—5 need not be filled in.  
5) Column 4 is to be filled in only if measurements other than metric units are the basis of invoicing for the official procurement agency.  
6) In column 5 indicate the quantity of goods (net weight) in metric units (liters, kilograms etc.) if either measurements are the basis of invoicing for the official procurement agency.  
7) Indicate in column 6 the amount actually received (price after deduction of taxes, customs duties, tax relief, if any; discounts and the like).  
1) Lorsque plusieurs fournitures / prestations réalisées pendant une période déterminée sont réunies sur un seul Abwicklungsschein, il y a lieu de joindre à celui-ci un récépissé accompagnant des pièces commerciales justificatives correspondantes (bon de livraison etc.).  
2) En cas de perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, la marchandise et le genre de perfectionnement doivent être indiqués dans la colonne 2.  
3) Pour les prestations qui ne concernent pas le perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, les colonnes 3 à 5 ne sont pas à remplir.  
4) La colonne 4 n'est à remplir que s'il a été convenu avec le service d'achat officiel d'exprimer les poids et mesures en un système d'unités autre que le système métrique.  
5) La quantité des marchandises (poids net) doit être indiquée en unités métriques (litres, kilogrammes etc.) dans la colonne 5, même s'il a été convenu avec le service d'achat officiel de l'exprimer dans un autre système d'unités.  
6) Indiquer dans la colonne 6 le montant réellement perçu (prix obtenu après déduction des impôts, droits de douane et éventuellement des remboursements d'impôts, rabais, escomptes etc.).  
\*Unmittelbar unter der letzten Eintragung des Lieferers (Teil 1, Spalten 1 bis 6) ist ein waagrecht zu ziehen. Leerzeile. Leerzeile sind durch Streichungen unbrauchbar zu machen.\*  
\*Draw horizontal line immediately below last entry on Delivery Certificate (Part 1, columns 1 to 6). Cross unused space so as to make any additional entries impossible.\*  
\*Tirer un trait horizontal immédiatement au-dessous de la dernière inscription dans le Certificat de livraison (partie 1, colonnes 1 à 6). Barrer les cases non remplies afin de les rendre inutilisables.\*

Anmerkungen für den bestätigenden Offizier  
Notes for the certifying officer  
Notes pour l'officier donnant le certificat

8) Nichtzutreffendes streichen.  
Cross out if not applicable.  
Rayer la mention inutile.

9) Es ist nur die 1. Ausfertigung zu unterzeichnen.  
The 1st copy only to be signed.  
Signer le 1er exemplaire seulement.

Bemerkungen des Lieferers/Leistenden  
Buchungshinweise u. dgl.

# ABWICKLUNGSSCHEIN TAX RELIEF (VAT) FORMS INSTRUCTIONS

1. EURO amount shown in block 9 on front of form).
2. Enter "EURO"
3. Enter "VISA — IMPAC".
4. Ordering unit address.
5. Enter name of vendor.
6. Date of purchase
7. Official Stamp
8. Print name, rank, and agency of cardholder
9. Signature of cardholder

# ***FEDERAL ACQUISITION REGULATION (FAR)***

## ***PART 8 — REQUIRED SOURCES OF SUPPLIES AND SERVICES***

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*MANDATED BY CONGRESS AND IS LAW*

- AGENCY INVENTORIES
- EXCESS
- NATIONAL INDUSTRY FOR THE BLIND (NIB)
- NATIONAL INDUSTRY FOR THE SEVERELY HANDICAPPED (NISH)
- WHOLESALE SUPPLY SOURCES
- FEDERAL SUPPLY SCHEDULES
- COMMERCIAL SOURCES



# USAREUR REGULATION 710-2 - LOCAL PURCHASE POLICY

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- REQUIREMENTS **DO NOT** HAVE TO BE SUBMITTED VIA LOCAL PURCHASE REQUEST TO THE SUPPLY SUPPORT ACTIVITY (SSA) OR SUPPLY SUPPORT OFFICE (SSO) FOR CERTAIN CATEGORIES OF MATERIAL VALUED AT \$3000 OR LESS.
- LOCAL PURCHASES MADE USING THE PURCHASE CARD WILL:
  - HAVE A PURCHASE PRICE LESS THAN \$3000
  - BE NON-CATALOGUED, NON-STOCKED, NON-STANDARD ITEMS OF SUPPLY OR EQUIPMENT.
  - INCLUDE ANY ITEM ON THE ARMY MASTER DATA FILE (AMDF) WITH AN ACQUISITION ADVICE CODE OF K OR L.
  - BE A CATALOGUED ITEM THAT THE SUPPLY SYSTEM HAS REJECTED WITH ADVICE CODE CP, CK, OR CW.



# ***PURCHASING METHODS***

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- **OVER THE COUNTER** FROM LOCAL COMMERCIAL VENDORS WHO ACCEPT VISA CREDIT CARDS
- **SECURE INTERNET WEBSITES** FROM VENDORS WHO OFFER ON-LINE SHOPPING WITH SECURE INTERNET ORDERING CAPABILITIES (***EMAIL IS NOT SECURE AND SHOULD NOT BE USED TO PLACE ORDERS***)
- **PHONE ORDERS**

VENDORS ARE NOT TO CHARGE PURCHASES TO THE GPC CARD UNTIL THE ORDER HAS BEEN SHIPPED

FOR ORDERS THAT REQUIRE DELIVERY, USE GERMAN ADDRESS FOR GERMAN VENDORS OR FOR DELIVERIES FROM THE STATES SHIPPED VIA **USPS** - USE APO ADDRESS FOR U.S. POSTAL SERVICE DELIVERIES FROM STATESIDE VENDORS

# ***BEFORE YOU BUY***

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- UTILIZE A PURCHASE REQUEST FORM TO GET THE NECESSARY APPROVALS AND WAIVERS (IF NEEDED) AUTHORIZING YOU TO MAKE THE PURCHASE
- ENSURE ADEQUATE FUNDING IS AVAILABLE
- ENSURE THAT THE PRICE IS FAIR AND REASONABLE
- ENSURE ANY SHIPPING CHARGES ARE INCLUDED IN THE PRICE AND NOT TO BE BILLED AS A SEPARATE ITEM
- DISTRIBUTE YOUR PURCHASES AMONG VENDORS
- ADVISE VENDOR THAT PURCHASE IS TAX EXEMPT - ***TAKE YOUR TAX RELIEF (VAT) FORM WITH YOU***
- ENSURE ADDITIONAL CREDIT CARD FEES ARE NOT ADDED TO THE PURCHASE PRICE

## ***AFTER YOU BUY***

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- VERIFY QUANTITY AND QUALITY UPON RECEIPT OF ITEMS PURCHASED
- UPDATE YOUR C.A.R.E. ELECTRONIC TRANSACTION LOG WITH ANY APPLICABLE CHANGES
- ENSURE YOU RECEIVE DOCUMENTATION OF PROOF OF PURCHASE (REGISTER TAPE, PACKING SLIP ETC.)
- RETAIN THE SHIPPING LABEL OR INVOICE AS EVIDENCE OF RECEIPT OF ITEMS ORDERED
- REPORT ACCOUNTABLE ITEMS TO THE PROPERTY BOOK OFFICER FOR INCLUSION IN THE INVENTORY SYSTEM
- MAINTAIN WARRANTY PAPERWORK (IF APPLICABLE)

# ***FILE RETENTION***

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CERTIFIED BILLING STATEMENTS AND ALL SUPPORTING DOCUMENTATION WILL BE RETAINED BY THE APPROVING OFFICIAL FOR A PERIOD OF 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. THE APPROVING OFFICIAL WILL MAINTAIN THESE RECORDS UNTIL THEY ARE TRANSFERRED TO A RECORDS HOLDING AREA.

IF AND WHEN THE APPROVING OFFICIAL LEAVES THE UNIT / ORGANIZATION, ALL DOCUMENTATION SHOULD REMAIN IN THE CONTROL OF THE UNIT / ORGANIZATION.

DOCUMENTATION SHOULD INCLUDE, BUT IS NOT LIMITED TO, BILLING STATEMENTS, TRANSACTION REPORTS, RECEIPTS, TRANSACTION LOGS, WAIVERS, PRE-PURCHASE APPROVALS, BULK FUNDING DOCUMENTS, ETC.



# ***DISPUTED TRANSACTIONS***

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CARDHOLDERS SHOULD FIRST TRY TO RESOLVE BILLING PROBLEMS BY CONTACTING THE VENDOR. IF PROBLEMS CANNOT BE RESOLVED WITH THE VENDOR, THE CARDHOLDER MUST DISPUTE THE TRANSACTION EITHER THROUGH C.A.R.E., OR BY SUBMITTING A “QUESTIONED ITEMS FORM” TO THE BANK.

ALL DISPUTES MUST BE SUBMITTED TO THE BANK WITHIN **60** DAYS OF THE BILLING CYCLE DATE IN WHICH THE TRANSACTION APPEARED ON YOUR STATEMENT.

## **ITEMS THAT CANNOT BE DISPUTED:**

- TAXES CHARGED BY THE VENDOR
- TRANSPORTATION COSTS CHARGED BY THE VENDOR

# ***GPC SECURITY***

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**ONLY THE CARDHOLDER WHOSE NAME APPEARS ON THE CARD IS AUTHORIZED TO USE THE CARD!!!!!!!!!!!!!!**

- NEW CARDS HAVE TO BE ACTIVATED BY CALLING THE BANK PRIOR TO FIRST USE
- CARDHOLDER MUST MAINTAIN CARD IN SAFE PLACE
- CARDHOLDERS SHOULD NOT USE CARD IF APPROVING OFFICIAL IS GONE (LEAVE, TDY, PCS ETC.)
- CARDHOLDER SHOULD NOTIFY RCO TO HAVE CARD CANCELED 30 - 45 DAYS PRIOR TO LEAVING THE UNIT
- REPLACEMENT CARDS ARE ISSUED AND MAILED TO THE CARDHOLDER EVERY 36 MONTHS. NEW CARDS SHOULD BE RECEIVED ABOUT ONE MONTH PRIOR TO CARD EXPIRATION DATE.

# ***LOST OR STOLEN GPC CARD***

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- CARDHOLDER MUST NOTIFY BANK IMMEDIATELY  
001-701-461-2020 / 2232 (**COLLECT CALLS ACCEPTED - 24 / 7**)
- NOTIFY APPROVING OFFICIAL WITHIN 1 WORKING DAY  
AFTER DISCOVERING THE CARD IS MISSING
- APPROVING OFFICIAL OR CARDHOLDER MUST CONTACT  
THE LEVEL 4 A/OPC TO REPORT THE CARD AS BEING LOST /  
STOLEN AND TO CONFIRM THAT THE BANK HAS BEEN  
NOTIFIED.
- IF CARD HAS BEEN STOLEN THE CARDHOLDER SHOULD  
NOTIFY THE MILITARY POLICE TO COMPLETE A MP REPORT
- AGENCY PROGRAM COORDINATOR WILL FOLLOW UP WITH  
THE BANK TO CONFIRM THAT THE CARD HAS BEEN  
REPORTED AS LOST OR STOLEN AND CONFIRM THAT A  
REPLACEMENT CARD WITH A NEW ACCOUNT NUMBER HAS  
BEEN ISSUED.

# ***GPC SURVEILLANCE***

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- THE RCO WILL PERFORM COMPLIANCE REVIEWS OF TRANSACTION DATA PER THE DA GPC SOP
- REVIEWS WILL BE CONDUCTED ANNUALLY
- REVIEWS ARE IN THE FORM OF ELECTRONIC REQUESTS FOR DOCUMENTATION SUPPORTING SPECIFIC TRANSACTIONS, AND / OR DURING ON-SITE SURVEILLANCE VISITS.
- REVIEWS ARE ALSO PERIODICALLY CONDUCTED BY CID, THE INSPECTOR GENERAL, THE INTERNAL REVIEW AND COMPLIANCE OFFICE (IRACO), AND AS PART OF THE COMMAND INSPECTION PROGRAM (CIP)
- RESULTS OF COMPLIANCE REVIEWS ARE MAINTAINED ON FILE AT THE RCO
- COPIES ARE SENT TO APPROVING OFFICIAL AND COMMANDER



# GPC SURVEILLANCE

RE: GPC Surveillance 5:31 Mar 05 - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send Attach as Adobe PDF Options...

To: |

Cc: |

Bcc: |

Subject: RE: GPC Surveillance 5:31 Mar 05

The Regional Contracting Office (RCO) is required to conduct surveillance and compliance reviews for each GPC account assigned to the RCO. As part of our regular surveillance, and based on GPC purchase transaction data reported to the RCO by US Bank, the following transactions have been selected for further review;

Approving Official  
XXXXXXXXXX

Card Holder	Transaction Date	Transaction Amt	Merchant
XXXXXXXXXX	01/18/2005	\$1,666.10	OBI BAU- UND HEIMWERKERMA
XXXXXXXXXX	01/04/2005	\$450.90	OBI BAU- UND HEIMWERKERMA
XXXXXXXXXX	01/04/2005	\$409.20	OBI BAU- UND HEIMWERKERMA
XXXXXXXXXX	01/04/2005	\$340.92	OBI BAU- UND HEIMWERKERMA
XXXXXXXXXX	01/28/2005	\$1,586.69	EHRlich BODENAUSSTATTUNG
XXXXXXXXXX	01/26/2005	\$1,516.48	EHRlich BODENAUSSTATTUNG
XXXXXXXXXX	01/11/2005	\$2,180.84	GSA/CUST SUP WUERZBURG
XXXXXXXXXX	01/12/2005	\$1,058.07	GSA/CUST SUP WUERZBURG
XXXXXXXXXX	02/28/2005	\$1,144.91	THOMANN

Please submit copies of the following documentation for purchases under \$2500:

- Receipt listing the items purchased (If the receipt does not list the specific items purchased please submit this information including a description of each item purchased, quantity purchased and the unit price of each item on a separate piece of paper)
- Copy of the certified "Bulk" funding document(s) covering the time-frame that the purchases were made.
- Copy of transaction log showing the purchase(s).
- Copy of the purchase approval request form signed by the approving official (if applicable for your organization).
- Copies of any non-availability statements or waivers provided, if applicable, from a mandatory source authorizing local purchase.
- Copies of the IMAR, if applicable, for any IM or IT items purchased which require IMAR per USAREUR Supplement 1 to AR 25-1.
- If any of the items purchased are accountable items please advise if the items have or have not been reported to the property book office for inclusion on a hand receipt.
- Any other supporting documents associated with the transaction(s) that will substantiate the purchase.

Copies of all documentation being submitted should be faxed to the DSN 351-4846 to my attention.

Failure to provide the requested information in sufficient detail by the suspense date may result in the suspension of your approving official account.

If you have any questions please feel free to contact our office.

Start | GPC Delinqu... | TOC - Micro... | Microsoft Po... | Surveillance... | GPC Surveill... | RE: GPC Su... | 9:38 AM

# ***RESOURCES***

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**FEDERAL ACQUISITION REGULATION (FAR)** - PROVIDES UNIFORM POLICIES AND PROCEDURES FOR ACQUISITIONS BY EXECUTIVE AGENCIES OF THE FEDERAL GOVERNMENT.

**DEPARTMENT OF DEFENSE SUPPLEMENT (DFAR)** - DOD SUPPLEMENT TO THE FAR.

**DEPARTMENT OF THE ARMY SUPPLEMENT (AFAR)** - ARMY SUPPLEMENT TO THE FAR AND DFAR.

ALL ARE AVAILABLE ON THE WEB AT:

**[HTTP://FARSITE.HILL.AF.MIL/VFFARA.HTM](http://farsite.hill.af.mil/vffara.htm)**

# ***RESOURCES***

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**DA GPC SOP**, DATED 7/31/02 - APPLICABLE TO ALL DA GPC STAKEHOLDERS UNDER THE ARMY LEVEL 2 HIERARCHY.

AVAILABLE ON THE WEB UNDER “WHAT’S NEW” AT:

**[HTTP://PURCHASECARD.SAALT.ARMY.MIL](http://PURCHASECARD.SAALT.ARMY.MIL)**

ALSO AVAILABLE - OTHER DOD AND DA GPC POLICIES, DIRECTIVES AND GUIDANCE.

**USAREUR GPC POLICY AND GUIDANCE** AVAILABLE ON THE U.S. ARMY CONTRACTING COMMAND EUROPE (USACCE) WEBSITE AT:

**[HTTP://WWW.HQ.USACCE.ARMY.MIL](http://WWW.HQ.USACCE.ARMY.MIL)**

# ***RESOURCES***

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## **ARMY ELECTRONIC LIBRARY ON-LINE**

**<http://books.army.mil>** (Army Regulations on-line)

## **UNITED STATES ARMY EUROPE PUBLICATIONS (USAREUR)**

**<https://www.aeaim.hqusareur.army.mil/library/home.htm>**

## **USAREUR Supplement 1 to AR 25-1, Information Management**

Dated 1 April 2001, Table 1, lists IM and IT items that require an approved IMAR for (prior to) acquisition.

## **USAREUR Regulation 715-2 - Subpart 17.122 Visual Information Equipment, Materials and Training Aids/Devices**

## **USAREUR Regulation 25-30 - Chapter 4, Printing**

## **BASOPS Maintenance Center (BMC), Leighton Barracks, Bldg. 49A DSN 350-6454 / 7175 (required source for commanders coins)**



# RESOURCES

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## **DOD Regulations**

<http://web7.whs.osd.mil>

**DOD 5500.7-r** Joint Ethics Regulation (US Civilian Employees)

**USAREUR Regulation 710-23** - Centralized Procurement of Commanders Coins in USAREUR - **requires** the use of the Base Operations Maintenance Center for procurement.

## **General Services Administration**

<http://www.fss.gsa.gov>

**GSA Advantage** (shop and order from GSA on-line)

<http://www.gsaAdvantage.gov>

## **Federal Prison Industries / UNICORN**

<http://www.unicor.gov>

# INFORMATION TECHNOLOGY POC

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## Information Management Equipment and Software

### Small Computer Program, Ft. Monmouth

**\*Mandatory source for ALL commercially available software purchases - IS NOT THE SAME AS COMPUTER STORE / SCIA**

<http://www.don-imit.navy.mil/esi>

POC: Dee Wardle, DSN 987-6793, COM (732) 427-6793,  
[adelia.wardle@mail1.monmouth.army.mil](mailto:adelia.wardle@mail1.monmouth.army.mil), or Diane Grim, DSN 987-6723,  
COM (732) 427-6723, [diane.grim@mail1.monmouth.army.mil](mailto:diane.grim@mail1.monmouth.army.mil)


**NOTE:** If a hardware or software item is not available from the mandatory source listed above a waiver will be provided by the source.

# ***US BANK INFORMATION***

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## **US BANK**

**To request copies of statements, to find out why a charge attempt failed, to fax the Questioned Item form**

 **us bank,**  
**I.M.P.A.C.®**  
**Government Services**

P.O. Box 6350  
Fargo, ND 58125-6350

Customer Service (24-7) - 1-800-227-6736

or

Call collect 24 hours a day – (701) 461-2020 / 2232

Fax – (701) 461-3466